

**City of San Jose Office of Cultural Affairs  
Arts and Cultural Exchange Grant**

**Application Guidelines FY2015/16**

**PURPOSE:**

The City of San Jose Office of Cultural Affairs will award a limited number of Arts and Cultural Exchange Grants to support international artists to travel to San Jose and for San Jose-based artists and art professionals to travel internationally for art-related activities. Through this program, the City of San Jose seeks to:

- Promote cross cultural understanding and relationship building at home and abroad through international artistic exchange.
- Extend the benefits of international exchange to the residents of San Jose through increased access to international artists and through documentation of cultural exchange experiences by local arts professionals.
- Reinforce San Jose's international ties and reputation as a desirable destination for world-class arts and culture.

**EXCHANGE GRANT AWARDS:**

Projects funded through the Arts and Cultural Exchange Grants may include, but are not limited to arts-related performances, exhibitions, residencies, workshops, lectures, and research.

Funds must be allocated towards direct project and travel expenses, which may include airfare, ground transportation, shipping, lodging, per diem (excluding alcohol), visa and customs expenses, and honoraria.

All projects, including those taking place abroad, must include publicly available documentation through which information about the funded artistic exchange is shared with San Jose residents. Projects may be shared in San Jose through a variety of methods, including lectures, performances, exhibitions, blog-posts, print publications, and documentary-style videos among other examples.

**ELIGIBILITY:**

- Request must come from a San Jose nonprofit organization, artist or arts professional for arts-related activities abroad or to bring international artists to San Jose for arts-related activities.
- Applicants must have a business or residential address within the City of San Jose.
- Projects must take place between May 1, 2016 and April 30, 2017
- Applicant must be in good standing with respect to prior grants from the City of San Jose.
- Only one application per applicant is allowed.

**NOT ELIGIBLE:**

- Expenses incurred prior to May 1, 2016
- Projects funded through another Office of Cultural Affairs grant program.

- Projects that have received an Arts and Cultural Exchange Grant within the past 12 months of the application deadline.
- Previous grantees that have not submitted a final report on their Arts and Cultural Exchange Grant project.
- Applications from students. Grants are intended to fund professional arts exchange. While students may be involved in the Cultural Exchange project, the primary grant applicant cannot be a student.

### **PRIORITY COUNTRIES:**

Eligibility is not limited to any particular country, but priority is given to exchanges that advance the relationship between the City of San Jose and its Sister Cities, as well as the culture of the Sister Cities' country. San Jose Sister Cities include: Dublin, Ireland; Guadalajara, Mexico; Okayama, Japan; Pune, India; San José, Costa Rica; Tainan, Taiwan; Veracruz, Mexico; and Yekaterinburg, Russia. Please visit the City of San Jose's website for more information on the [Sister City Program](#).

Priority is also given to cultural exchanges with cities connected to San Jose via direct international flights, including Beijing, China; Cabo San Lucas and Guadalajara, Mexico; Frankfurt, Germany; London, England; Tokyo, Japan; and Vancouver, Canada.

### **REVIEW CRITERIA:**

- Artistic track record; (20 pts)
- Strength and feasibility of project, including project's ability to leverage City funds with external financial support; (20 pts)
- Potential for cross-cultural exchange and dialogue among participants, as well as local and international audiences; (20 pts)
- Impact of proposed exchange on the applicant organization or artist and the City of San Jose; (20 pts) and
- Demonstrated affiliation with and cultural relevance to the country of one or more of San Jose's Sister Cities or city with international air connection to San Jose, including support from international sponsor organization, consulate, and/or relevant community organization(s). (20 pts)

### **AWARD AMOUNTS:**

Total Funds Available for FY 2015-16: \$20,000

Award Range: \$2,500 - \$5,000

Please note it is unlikely that a project will be fully funded by an Arts and Cultural Exchange Grant. The demonstrated ability to leverage City funds with external funds is a positive indicator of a project's feasibility and of its community support.

Final reports with documentation of project activities will be required at the end of the grant period. The Office of Cultural Affairs will hold 10% of the grant award, which will be released upon approval of the final report.

Applicants funded through the Arts and Cultural Exchange Grant program cannot apply for another project grant administered by the San Jose Office of Cultural Affairs for the same project.

## **HOW TO APPLY:**

**Applications are due by 5:00 PM PST on Tuesday, March 22, 2016.**

To apply, please submit the following documents via email to [emily.sevier@sanjoseca.gov](mailto:emily.sevier@sanjoseca.gov). In the subject heading write: "Arts and Cultural Exchange Grant Application Submission".

### **1) Application Cover Sheet**

Attach a PDF cover sheet with your contact information, including:

Project Contact Name:  
Project Contact Title:  
Organization Name (if applicable):  
Address of Organization or Applicant Artist:  
Project Contact Phone Number:  
Project Contact Email Address:  
Organization or Artist Website:  
Request Amount:  
Total Project Budget:  
Country or Countries of Proposed Exchange:  
One Sentence Project Description:

### **2) Project Description**

Attach a PDF document (2 page maximum, 12pt font minimum), addressing the following items. Remember to include applicant name on the top of each page.

#### **a) Project Overview**

Please describe the proposed exchange project including specifics on project activities, participants, partners, timeline, and plans for sharing the project and/or documentation of the project with San Jose residents. In your description, provide an explanation of how the proposed exchange project came about including artistic motivations and/or significance, as well as, a description of the planning process and communities involved.

#### **b) Proposed Outcomes**

Describe anticipated outcomes of the proposed project and how it will foster cross-cultural exchange and dialogue. What professional and/or artistic impact will the exchange have on project participants? How will this project deepen ties between international communities in San Jose and abroad?

#### **c) Arts Professional/Artist Bio and/or Organizational Background**

Please describe the professional qualifications of the key artists or arts professionals involved in the exchange project. If applicable, provide a brief description of applicant organization and/or key organizational partners/sponsors, noting significant accomplishments, international exchange experience, and their role in the project.

### **3) Project Budget**

Attach as a PDF document (1 page maximum, 12pt font minimum), a budget page with the following items. Remember to include applicant name on the top of each page.

a) Line Itemized Project Expense Budget

b) Line Itemized Project Income Budget, including Art and Cultural Exchange Grant request amount. Please asterisk committed sources of funding.

Please note that it is unlikely a project will be fully funded by an Arts and Cultural Exchange Grant; projects demonstrating additional support are likely to be more competitive.

### **4) Letter(s) of Invitation or Support**

Attach a PDF copy of relevant letters of support or invitation for the exchange project, including letters from presenting organizations in host city, representative consulates, and/or San Jose community organization with ties to international city where the exchange is taking place. A limit of 3 letters will be accepted per application.

### **REVIEW PROCESS:**

After an eligibility review by staff, eligible applications will be reviewed by a three person panel consisting of staff, an Arts Commissioner, and community member. The panel will then forward their recommendations to the Arts Commission in April 2016

**A brief information session will be held on Thursday, February 11 from noon to 1 p.m. at San Jose City Hall. Please RSVP to [emily.sevier@sanjoseca.gov](mailto:emily.sevier@sanjoseca.gov) or 408.793.4347.**

### **TIMELINE:**

**Wednesday, February 3, 2016:** Guidelines Released

**Thursday, February 11, 2016:** Info Session

**TUESDAY, MARCH 22, 2016:** APPLICATIONS DUE BY 5:00 PM PST

**Late April 2016:** Grant Awards Announced

**Sunday, May 1, 2016:** Earliest Project Start Date

### **CONTACT INFORMATION:**

For information on the Arts and Cultural Exchange Grant Program, please contact:

Emily Sevier, Arts Program Coordinator

San Jose Office of Cultural Affairs

408.793.4347

[emily.sevier@sanjoseca.gov](mailto:emily.sevier@sanjoseca.gov)

[www.sanjoseculture.org](http://www.sanjoseculture.org)